

**INSTRUCTIONS FOR COMPLETING THE  
PROPOSAL FOR THE MENTALLY ILL OFFENDER CRIME REDUCTION (MIOCR)  
DEMONSTRATION PROJECT GRANT  
ATTACHMENT A**

---

***GENERAL INSTRUCTIONS***

- The original and 15 copies of the grant proposal may be mailed to the Board of Corrections at 600 Bercut Drive, Sacramento, CA 95814 and must be post-marked by midnight **March 10, 1999**.
- Hand delivered proposals must be delivered to the Board of Corrections at 600 Bercut Drive, Sacramento, CA 95814, by 5:00 p.m. on **March 10, 1999**.
- The original and 15 copies of the Local Plan must be submitted with the proposal.

***SECTION 1 - COUNTY INFORMATION***

- Enter date of application.
- Check whether single county or multiple (regional) application.
- Enter county name, or county names if multiple (regional) county application.
- Enter name of Sheriff or Director, Department of Corrections. NOTE: ONLY ONE Sheriff or Director, Department of Corrections CAN BE DESIGNATED FOR A REGIONAL APPLICATION.
- Enter name of department, address of Sheriff or Director, Department of Corrections, telephone and facsimile numbers, and e-mail address.
- Enter name and title of designated Contact Person. The identified contact person should be directly involved in the administration of the grant in order to quickly resolve technical issues that may arise in the grant application. NOTE: ONLY ONE CONTACT PERSON CAN BE DESIGNATED FOR A REGIONAL APPLICATION.
- Enter name of department, and address of Contact Person, telephone and facsimile numbers, and e-mail address.
- Enter name and title of designated Financial Officer. NOTE: ONLY ONE FINANCIAL OFFICER CAN BE DESIGNATED FOR A REGIONAL APPLICATION.
- Enter name of department, and address of Financial Officer, telephone and facsimile numbers.

**INSTRUCTIONS FOR COMPLETING THE  
PROPOSAL FOR THE MENTALLY ILL OFFENDER CRIME REDUCTION (MIOCR)  
DEMONSTRATION PROJECT GRANT  
ATTACHMENT A**

---

***SECTION 2 - COST SUMMARY***

- NOTE: COUNTIES ARE REQUIRED TO PROVIDE LOCAL MATCH.
- Enter amount of state funds sought through this application.
- Identify a minimum of 25% matching funds obtained from other sources. Matching funds can be “Hard,” such as cash to support demonstration project activities from the county's general fund, or other local programs, foundations, or other private institutions, or “In-Kind,” such as personnel, services, supplies, etc. Hard and In-kind matches can be in any combination of percentages so long as they total a minimum of 25% of the total grant funds requested.
- Maximizing county resources to impact each project is an important component of a comprehensive, multi agency response to reducing:
  1. crimes committed by mentally ill offenders,
  2. criminal justice costs, and
  3. jail crowding.In awarding grants, priority will be given to those projects which include additional funding in excess of the minimum 25% match on the amount of the grant. Each proposal should address the effort made by the county to identify and develop available resources and will be individually rated on the county's ability to demonstrate a specific strategy to accomplish a collaborative and integrated approach to maximize the use of all available resources.
- Identify total amount of funds to be utilized for the demonstration project and the percentage that each funding source/component represents of the total cost.

***SECTION 3 - DETAILED BUDGET***

Provide a **SEPARATE** cost breakdown detailing how **STATE FUNDS** and **MATCH OR OTHER FUNDS** are to be expended for items/activities necessary to implement the proposed program(s). If your proposed project\* includes multiple programs, include a detailed budget for the entire project and separate detailed budgets for individual programs. Items/activities eligible for grant funding are as follows:

- County/City or other public agency staff costs limited to salary and benefits.
- Travel and Per Diem Costs for county/city staff are limited to within the state, consistent with county policy.
- Administrative Overhead for such purposes as printing, copying, mailing, telephone calls, office supplies, and equipment rental, as necessary, not to exceed 10% of the grant amount requested.

\* For a definition of a project and program see "Attachment C" instructions.

**INSTRUCTIONS FOR COMPLETING THE  
PROPOSAL FOR THE MENTALLY ILL OFFENDER CRIME REDUCTION (MIOCR)  
DEMONSTRATION PROJECT GRANT  
ATTACHMENT A**

---

- Costs to pay for professional services to prepare a response to the RFP are not allowable. However, costs for professional services are eligible with the award of demonstration project grant funds for activities associated with the implementation and evaluation of programs developed to reduce:
  - crime committed by mentally ill offenders,
  - criminal justice costs, and
  - jail crowding.
- Consultants may be used primarily to assist in the implementation of proposed programs, data collection and analysis, or to augment county/city staff in these activities. Travel and Per Diem Costs for these services are limited to within the State of California and consistent with county/city policy.
- Costs to pay for rent or lease of office space or facilities are allowable for the period of time identified in the demonstration project.
- Costs to pay for direct client services provided by community-based organizations related to one or more of the elements of the continuum of care, identified in the Local Plan, are allowable.
- Furniture and equipment exceeding \$1,000 per item must be pre-approved by the BOC. In all cases the lowest cost for the duration of the project must be justified in the consideration of lease or purchase.

**Examples of items ineligible for funding include but are not limited to:**

- Furniture and Equipment exceeding \$1,000 per item in cost without BOC approval.
- Any costs incurred before the grant award date.
- Costs associated with staff or activities not directly related to the proposed grant program(s).
- Supplantation of existing programs.
- Construction of facilities.

***SECTION 4 – MIOCR STRATEGY COMMITTEE***

Identify the members of the MIOCR Strategy Committee by listing their names, titles, and organizations. Chapter 501 and Chapter 502 of the Statutes of 1998 (SB1485) outline required membership. (See Attachment B.)

***SECTION 5 – NARRATIVE***

Provide a one-page abstract summarizing your project or one page per program if your project entails multiple programs. If the county submits a multi program proposal, the county is required to prioritize the programs in order of importance to the county.

**INSTRUCTIONS FOR COMPLETING THE  
PROPOSAL FOR THE MENTALLY ILL OFFENDER CRIME REDUCTION (MIOCR)  
DEMONSTRATION PROJECT GRANT  
ATTACHMENT A**

---

Complete a Research Design Summary Form for each program within your proposed project. (See Attachment C for form and instructions.)

Provide a brief **HISTORY** of the activities which have occurred in the past five years to expand or establish a continuum of swift, certain and graduated responses to reduce crime and criminal justice costs related to mentally ill offenders. Address each of the following:

- Collaborative and integrated approaches for achieving solutions that reduce crime and criminal justice costs related to mentally ill offenders.
- The history of maximizing federal, state and local funds and the use of alternative funding sources to develop programs to reduce crime and criminal justice costs related to mentally ill offenders.

**PROBLEM STATEMENT.** Describe the current condition of the local justice system and how/why these conditions need to be addressed. Include in the problem statement the size of your county's mentally ill offender population and, if appropriate, the target population(s) your program plans to address.

The overall goal for the MIOCR Strategy Committee is to develop a comprehensive, collaborative and integrated plan for implementing a swift, certain, and graduated response for reducing crime and criminal justice costs related to mentally ill offenders. Describe the local objectives established which address this goal and the above-stated problems.

Provide a brief description of the activities associated with the development of the Local Plan and the commitment of the members of the MIOCR Strategy Committee to the Local Plan. Include the process by which the MIOCR Strategy Committee will proceed with the implementation of the Local Plan. (*Note: Counties are required to submit the original and 15 copies of their Local Plan with the demonstration project proposal.*)

**THE PROPOSED PROJECT.** Clearly describe the proposed project (or describe each program, if the county is submitting a multi program project) including, but not limited to:

- A description of roles and commitment of the key collaborative agencies participating in the proposed project.
- A description of current or planned capacity to administer the proposed project. Provide a description of how the proposed demonstration project will be implemented and operated, including key dates and activities, proposed staffing and other resource allocations.

**INSTRUCTIONS FOR COMPLETING THE  
PROPOSAL FOR THE MENTALLY ILL OFFENDER CRIME REDUCTION (MIOCR)  
DEMONSTRATION PROJECT GRANT  
ATTACHMENT A**

---

- A description of each element of the continuum of responses to mentally ill offenders with reference to existing and proposed interventions to provide treatment and stability of persons with mental illness.
- A description of the basic research design for each program in your project. (Note: Both process and outcome evaluation must be conducted. With reference to outcome evaluation, preference will be given to projects utilizing a true experimental design.)
- A delineation of the relationship between the needs identified in the Local Plan and the proposed demonstration project.
- Information indicating the anticipated cost-effectiveness of the proposed demonstration project.
- Information in support of how the proposed demonstration project, if proven successful, will be continued after state funding ends.

***SECTION 6 - BOARD OF SUPERVISORS' RESOLUTION***

Attach a Board of Supervisors' Resolution authorizing the application for the Mentally Ill Offender Crime Reduction (MIOCR) - Demonstration Project Grant (see Attachment D). The resolution shall contain, at a minimum, the following:

- Joint Powers Agreement or memorandum of understanding, if a multiple county (regional) application.
- Identification of the Sheriff or Director, Department of Corrections as the Chair of the MIOCR Strategy Committee.
- Authorization of the Sheriff or Director, Department of Corrections or the chairman of the Board of Supervisors to submit and/or sign the application for funding, grant contract, amendments, and/or extensions.
- Identification of MIOCR Strategy Committee Members by name and title.
- Assurance that the county will not supplant MIOCR Demonstration Grant funds.
- Assurance that the county intends to enter into an agreement with the state, relative to the expenditure of funds, program implementation and evaluation, by no later than 7/1/99 should a grant award be forthcoming.
- Assurance that the county will adhere to Board of Corrections' requirements and contract terms in the expenditure of grant funds.
- Assurance that the county will participate in the collection of required common research data, program evaluation activities and conduct an evaluation of their proposed project.
- Assurance that the county will invoice the Board of Corrections for grant costs on a quarterly basis beginning October 1, 1999 and no later than October 15, 2003.